

Any other changes to a TIA standard may be made only by revision or addendum. (See 7.2.1.)

8 TRIAL USE STANDARDS, BULLETINS AND SPECIFICATIONS

8.1 Trial Use Standards

A TIA Trial Use Standard may be published when there is an urgent need for a standard and time is of the essence. Trial Use Standards are never considered an end unto themselves but rather are an expedient step in the process of development of a permanent TIA Standard. Development of a TIA Trial Use Standard follows the same procedures as for a TIA Standard except that it may be approved by the formulating group and published without circulation of a Standards Proposal and the attendant resolution of received comments. The existence of Trial Use Standards is acknowledged by ANSI, but such standards are not recognized as American National Standards.

Any TIA formulating group may prepare a Trial Use Standard on any material within its scope. If prepared by a subelement of an engineering committee, the proposed Trial Use Standard shall be submitted to the parent committee with justification of need. After approval by committee letter ballot, it shall be submitted to the Standards and Technology Department for review of the development record by the Vice President, Standards and Technology and the chairman of the TSSC. This administrative review is to verify that the development was conducted in compliance with the rules and policies of TIA, that a consensus in favor of the standard exists in the formulating group, and that all written comments of committee members have been addressed. The chairman of the TSSC may have the material reviewed by the entire TSSC. If approved by the TSSC, or its chairman, a Trial Use Standard may be published without circulation of a Standards Proposal. If not approved by the TSSC, the proposed Trial Use Standard will be returned to the formulating group for reconsideration.

A TIA Trial Use Standard shall contain an introductory statement indicating that public review via the TIA Standards Proposal and comment resolution process was not conducted. Trial Use Standards shall be reviewed annually by the formulating group. Trial Use Standards shall be canceled by the formulating group and removed from the TIA Standards Catalog before the end of their third year of existence unless at that time they are in the public review process. Rescission procedures contained in 7.2.3 do not apply to Trial Use Standards.

8.2 Bulletins

TIA Bulletins may be proposed by formulating groups to publicize

material which, although not a published standard, has significant value to industry or users. Approval of a proposed bulletin requires a committee letter ballot.

8.3 Specifications

Development of TIA Specifications shall follow the normal Standards Proposal procedures.

9 PUBLISHED DOCUMENTS

9.1 General

Documents published by the Standards and Technology Department are issued through the authority of the chairman of the TSSC and fall into broad categories of TIA Standards and other documents listed below.

9.2 TIA Standards and Technology Department Documents

Standards

Specifications

Bulletins

Standards Proposals

Trial Use Standards

Engineering Publications

Workshop Proceedings

Index of Standards and Engineering Publications

Roster of Engineering Committees

Formal Interpretations of TIA Standards and Specifications

Committee Scope Manual

This list may be modified from time to time.

9.3 Subscriptions and Sale of Documents

The Standards and Technology Department makes finished documents (other than committee rosters) available by sale or subscription.

A limited number of copies of standards are provided to formulating groups as needed for committee work.

Committee rosters and mailing lists are made available for use of committee chairmen and members in the course of TIA business but remain the property of TIA. Standards and Technology Department policy does not permit use of its lists by other parties.

10 INTERPRETATION OF STANDARDS

TIA staff and formulating group members may from time to time be called upon by users or would-be users of TIA Standards to provide guidance in the application or understanding of TIA Standards. While TIA encourages a helpful attitude toward standards users, staff and formulating group members are cautioned that since use of the standards is voluntary, interpretation of the standards should be left to the user, except as provided below.

CAUTION: An interpretation may never be used as a means to change the requirements of a TIA Standard.

10.1 Request for Formal Interpretation

When a member of the public having a direct and material interest in a standard issued by TIA wishes a formal interpretation of any provisions of the standard, he may petition the Standards and Technology Department in writing for such an interpretation. The petition shall include as a minimum the following information:

- (1) the name, address, and telephone number of the person requesting the interpretation;
- (2) a statement demonstrating the petitioner's direct and material interest in the standard;
- (3) the number, issue, and issue date of the standard in question;
- (4) a statement of the question(s).¹⁰

10.2 Processing an Interpretation Request

Upon receipt of a request for formal interpretation, the Standards

¹⁰The question(s) should be stated in such a manner as to allow an answer in yes or no form or by the statement of a specific value. For example, "Is the standard applicable to guyed tubular masts?" would be acceptable, while "What does the standard cover?" would not be acceptable.

and Technology Department will review the request for proper form, contacting the petitioner if necessary. The Department will then forward the petition to the appropriate formulating group chairman.

The formulating group chairman shall acknowledge receipt of the petition in writing to the petitioner and provide an estimate of the time required to respond to the petition. The chairman shall place the petition on the agenda of the next regularly scheduled meeting of the formulating group and distribute copies of the petition to members of the formulating group. The chairman may add his comments if desired.

The formulating group shall attempt to form a consensus on a reply to the petitioner. The reply may include clarifying explanations or other comments of the formulating group. If a consensus is formed, the chairman shall forward the agreed-upon reply to the Standards and Technology Department for formal transmittal to the petitioner. The petition and the reply will be retained with the records of the standard in the department files, and copies will be furnished to the formulating group for consideration when the standard is next considered for revision or reaffirmation.

Failure to form a consensus on a petition for interpretation is an indication of serious trouble with the subject standard, and the standard should be scheduled for immediate study and revision.

Formal interpretations will not be provided on Standards Proposals.

11 CORRESPONDENCE AND RECORDS

The chairman of each formulating group shall ensure prompt and proper handling of correspondence concerning the activities of his group. This is vital to the satisfactory operation of TIA formulating groups.

An Engineering Committee chairman shall send copies of all correspondence to the TIA Standards and Technology Department.

A chairman of a subelement of an Engineering Committee shall send copies of all correspondence to the next higher chairman and to the TIA Standards and Technology Department.

When the chairman is responding to letters on which others have been copied, the chairman shall in addition send copies of the response to all recipients of the original letter.

Formulating group correspondence shall be on TIA Committee Correspondence letterheads (see Annex F) and shall be signed by the chairman or secretary with his title in the TIA formulating group.

Upon receiving a comment on a TIA Standards Proposal originated by his formulating group, the chairman or his designee shall acknowledge the comment to its originator regardless of its nature.

The chairman shall maintain a complete file of meeting reports, correspondence, and other records. These files shall be turned over by the chairman to his successor upon leaving office. If the formulating group is dissolved, records should be turned over to the next higher chairman in case of a Subcommittee or Working Group, or to the Standards and Technology Department in the case of an Engineering Committee.

Chairmen, in corresponding with government bodies or agencies, shall comply with the requirements of section 12.3 of this manual.

12 RELATIONS WITH OTHER ORGANIZATIONS

12.1 Avoidance of Duplication of Effort

Standardizing activities by TIA formulating groups should primarily be directed toward the preparation of documents pertaining to telecommunications products within their scopes. Adequate liaison should be maintained with professional societies and other standards bodies in order to avoid unnecessary duplication of effort and to permit complementary activities.

12.2 References

TIA formulating groups are encouraged to make reference to any pertinent standards of other standards bodies.

12.3 Public Pronouncements

Generally, formulating group members are not permitted to speak in the name of the Association or to transmit outside the Association any document which appears to present a public position on behalf of the Association or any of its parts. These functions are specifically reserved for the TIA Board of Directors. However, a chairman may request prior clearance from the Standards and Technology Department to make a statement on technical matters for publication or oral presentation on behalf of the formulating group or TIA. Both the nature of the event or publication and the text of the statement shall be cleared through the Department and the TIA General Counsel prior to publication or presentation.

For liaison purposes, formulating groups may exchange working technical documents with other comparable technical organizations so long as it is made clear that the document is a working paper and does not represent the policy of the Association, its product divisions, or its standing committees. The use of "Committee

Correspondence" letterhead is required for such exchanges. When in doubt, chairmen should consult the Vice President, Standards and Technology or the General Counsel. Persons engaging in such correspondence shall comply with the TIA Legal Guides.

If a formulating group desires to conduct a survey to determine industry interest in a particular subject, the proposed questionnaire shall be submitted to the Standards and Technology Department for review and approval.

12.4 International Commonality

During the development of a TIA Standards Proposal, the TIA formulating group should review and compare the proposed technical content with any similar IEC or ISO Standards and with CCITT and CCIR recommendations. Where similar international standards exist, a determination shall be made regarding the extent to which the TIA Standards Proposal can be based upon an existing international standard. Where similar international standards do not exist, it shall be recognized during the development of the TIA Standards Proposal that the resulting standard may represent a basis for a U.S. position in the development of an international standard.

TIA maintains contact with the U.S. Secretariats for many international Technical Advisory Groups and with the U.S. National Committees for CCITT and CCIR. The Standards and Technology Department staff can provide information on how a draft TIA Standards Proposal may be reviewed by these groups.

13 Appeals

Persons who have directly and materially affected interests and who feel that they have been or will be adversely affected by a standard or specification within TIA's jurisdiction, or by the lack of such a standard or specification, have the right to appeal substantive or procedural actions of the TIA Standards and Technology Department and its formulating groups. The appeals procedure is described in detail in section A5 of Annex A to this manual.

ANNEX A - Technical Standards Subcommittee (TSSC)

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A1. SCOPE

The Technical Committee of the TIA is charged by the Board of Directors with overseeing the Association's engineering activities and the Standards and Technology Department.

A specialized subcommittee of the Technical Committee, known as the **Technical Standards Subcommittee** (TSSC), oversees the manner in which the various Engineering Committees carry out their standards and specifications programs and acts as a final procedural review body in the development of a TIA Standard or Specification.

The roles of the TSSC and the product divisions differ in that the divisions have the authority to direct the areas of activity for their respective engineering committees, while the TSSC is responsible for the manner in which these activities are carried out.

A2. RESPONSIBILITIES

The Technical Standards Subcommittee is specifically responsible for the following functions:

- (1) to review, confirm, or deny the stated justification of need for any requested TIA Standard project for which such review is requested by the Vice President, Standards and Technology or a member of the TSSC;
- (2) acting as a procedural review body, to review the comment resolution action on all TIA Standards Proposals, and to give final approval for their publication as TIA Standards;
- (3) to oversee the Standards and Technology Department's relations with other trade associations, technical societies, national and international standards organizations, and governmental bodies;
- (4) to approve recommendations for TIA Engineering Awards to individuals who have performed outstandingly in TIA engineering activities.

A3. MEMBERSHIP

The membership consists of the following:

- (1) the chairman of the TIA Technical Committee, who is also chairman of TSSC;

- (2) the chairman of each TIA Group or Division, or a duly delegated representative;
- (3) the chairman of each Engineering Committee;
- (4) a limited number of persons, not exceeding six, to act as members-at-large, as approved by the Committee. Members-at-large should be of such national distinction and experience as to aid and complement the Committee in its procedural reviews and managerial functions.

The term of office of the members-at-large shall be one year. They shall be eligible for reappointment.

- (5) the Vice President, Standards and Technology, *ex officio*. The Vice President, Standards and Technology is the secretary of the Technical Standards Subcommittee.

A4. OPERATION OF THE TECHNICAL STANDARDS SUBCOMMITTEE (TSSC)

The Subcommittee shall operate through personal meetings, telephone conferences, and mail or electronic circulation of documents and ballots.

- (1) The Subcommittee shall hold at least one meeting per year at such time and place as directed by the chairman. As many additional meetings as shall be deemed necessary in the judgment of the chairman and the Vice President, Standards and Technology may be called by the chairman to carry out the Subcommittee's responsibilities.
- (2) A meeting notice and agenda for each meeting shall be issued by the secretary to each member not less than one month prior to the meeting date. In emergency situations, the time requirements may be waived.
- (3) The chairman shall preside, and the secretary shall keep the minutes or reports of all meetings. The chairman may designate a presiding officer *pro tem* if he will not be present.
- (4) A quorum of the Technical Standards Subcommittee shall be a majority of the members or their designated representatives. A simple majority of those present shall be adequate for taking action on all matters except as otherwise provided.
- (5) When matters are referred to the Subcommittee for action by letter ballot, a two-thirds majority of the total

membership is required to take action except as otherwise provided.

- (6) The secretary shall be responsible for the circulation of all documents and ballots that come to the Subcommittee in the conduct of its business.
- (7) The Subcommittee may authorize or the chairman may appoint such special Task Groups as the responsibilities of the Subcommittee may require.
- (8) In acting to approve or reject a new or revised Standards Proposal for TIA, the Subcommittee shall act in a procedural and policy review capacity only, without regard to technical subject matters, to ensure that:
 - (a) the Proposal has been prepared in accordance with the rules of the Standards and Technology Department and the Legal Guides therefor;
 - (b) the Proposal includes a valid justification of need;
 - (c) all known parties having a substantial interest in the subject have been given a fair opportunity to be heard and to express approval or disapproval or comment;
 - (d) a proper tabulation of favorable, unfavorable and no comment responses has been submitted;
 - (e) all comments accompanying favorable returns have been acknowledged and have received consideration;
 - (f) all unfavorable comments submitted with substantive technical reasons have been considered by the responsible committee, and that its chairman has diligently attempted to resolve such comment either through personal meeting or correspondence;
 - (g) there is evidence of consensus of all parties of interest. (Unanimity of opinion is not required.)

A4.1 Approval of TIA Standards Proposals

The approval of TIA Standards Proposals on the first ballot requires a vote in which four-fifths of the members of the Technical Standards Subcommittee cast affirmative ballots. Ballots shall indicate approval or disapproval. Negative ballots shall indicate the reason for the negative vote.

The casting of any negative ballot on the first balloting shall be cause for recirculation of the proposal for a second ballot by the Subcommittee. The reason for the negative vote shall accompany the second ballot. If, on the second vote, affirmative ballots are not received from four-fifths of the Subcommittee members, a third and final vote may be made only at a meeting of the TSSC. A three-fourths affirmative vote of the TSSC members attending the meeting shall be required for approval.

A5. Appeals

Persons who have directly and materially affected interests and who feel that they have been or will be adversely affected by a standard or specification within TIA's jurisdiction, or by the lack of such a standard or specification, shall have the right to appeal substantive or procedural actions of the TIA Standards and Technology Department and its formulating groups.

A5.1 Complaints

The appellant shall file his written complaint with the Standards and Technology Department within 30 days after the date of notification of action or at any time with respect to inaction. The complaint shall state the nature of the objection(s) including any adverse effects, the section(s) of these procedures or the standard that are at issue, actions or inactions that are at issue, and the specific remedial action(s) that would satisfy the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome of each shall be noted.

A5.2 Response

Within 30 days after receipt of the complaint, the respondent (formulating group chairman or department representative) shall respond in writing to the appellant, specifically addressing each allegation of fact in the complaint to the extent of the respondent's knowledge.

A5.3 Hearing

If the appellant and the respondent are unable to resolve the written complaint informally in a manner consistent with these procedures, the Standards and Technology Department shall schedule a hearing with an appeals panel on a date agreeable to all participants, giving at least ten business days notice.

A5.4 Appeals Panel

The appeals panel shall consist of three individuals who have not been directly involved in the matter in dispute, and who will not be materially or directly affected by any decision made or to be made in the dispute. At least two members shall be acceptable to the appellant, and at least two shall be acceptable to the respondent.

A5.5 Conduct of the Hearing

The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the efficacy of the requested remedial action. The respondent has the burden of demonstrating that the formulating group and the secretariat took all actions in compliance with these procedures and that the requested remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments, and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest edition) shall apply to questions of parliamentary procedure for the hearing not covered herein.

A5.6 Decision

The appeals panel shall render its decision in writing within 30 days, stating findings of fact and conclusions, with reasons therefor, based on a preponderance of the evidence.

Consideration may be given to the following positions, among others, in formulating the decision:

- (1) finding for the appellant, remanding the action to the committee or the department with a specific statement of the issues and facts in regard to which fair and equitable action was not taken;
- (2) finding for the respondent, with a specific statement of the facts that demonstrate fair and equitable treatment of the appellant and the appellant's objections;
- (3) finding that new, substantive evidence has been introduced, and remanding the entire action to the committee or the department for the appropriate reconsideration.

A5.7 Further Appeal

If the matter under appeal relates to a TIA Standard or Specification which has been or is expected to be recognized as an American National Standard, further appeal may be made directly to ANSI. If the appellant gives notice that further appeal to ANSI is intended, a full record of the complaint, response, hearing, and decision shall be submitted by the department to ANSI.

Annex B - Project Request Form & ANSI PINS Form

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Standards and Technology Department
Project Request and Authorization

Date (mm/dd/yy)	Formulating Group	Project Number
Type of Project: (ANSI PINS Form Required) <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Existing Standard _____ <input type="checkbox"/> New Standard _____ <input type="checkbox"/> New Specification _____ <input type="checkbox"/> New Trial Use Standard _____ </div> <div style="width: 35%;"> <input type="checkbox"/> Reaffirm <input type="checkbox"/> Revise <input type="checkbox"/> Rescind </div> </div>		
(Non-ANSI) <input type="checkbox"/> Formal interpretation of _____ <input type="checkbox"/> Bulletin <input type="checkbox"/> Other Publications <input type="checkbox"/> Input to Other Standards Bodies <input type="checkbox"/> Other Project (describe) _____		
Project Title (Working title, if standard or publication): _____		
Scope and Justification for Project _____		
Identify other interested or affected standards bodies; describe proposed means of coordination: _____		
Estimated completion by formulating group: ____/____/____		
Estimated date forwarded to TSSC: ____/____/____		
Formulating group contact: <div style="display: flex; flex-direction: column; gap: 5px;"> <div>Name _____</div> <div>Company _____</div> <div>Street Address _____</div> <div>City _____ State _____ Zip Code _____</div> <div>Telephone _____ Fax _____</div> </div>		
Approved _____ Date ____/____/____		

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American National
Standards Institute 1430 BROADWAY NEW YORK NEW YORK 10018

**ANSI Standards Activities Tracking System
Project Initiation Notification System (PINS) Form**

One form is required for each project, see reverse side for instructions
Complete and Return to ANSI PSA Center

Date: _____

Name of Accredited Standards Developer: _____

Date of Accreditation: _____

Operating Procedures (circle one) Have Have not been revised since that date

These revisions (circle one) Have Have not been submitted to ANSI for review

Designation of Project (35 characters maximum, with spaces): _____

Title of Project (300 characters maximum, with spaces)*: _____

Scope Summary or Abstract of Project (1200 character maximum, with spaces)*: _____

Additional Keywords (not contained in title or scope summary/abstract, seven words maximum): _____

Intent: ☐ Develop a new American National Standard ☐ Discontinue a project previously initiated
☐ Revise an existing American National Standard ☐ Reaffirm an existing American National Standard
☐ Withdraw an existing American National Standard ☐ Adoption of an International Standard

Expected Initiation: _____ and completion: _____ of this project

Contact (Staff person responsible for this technical area):

Name _____ Title _____

Affiliation _____

Address _____

City _____ State _____ Zip _____

Telephone (____) _____ - _____ ext _____

Submitted by _____ Print or Type name _____

For ANSI's use only: PA _____ SB _____

* Attach separate sheet if necessary

This form may be reproduced

Instructions for Filling Out the
ANSI Project Initiation Notification System (PINS) Input Form PINS-1

General: This form is to be used to notify ANSI of the initiation of a standards project. Information submitted on the PINS-1 form will be added to ANSI's central data bank which contains information relative to voluntary national standards and is a key resource in planning and coordination. This form is not to be used to submit a standard to ANSI for approval, which is achieved by using ANSI forms BSR -8 or BSR-9.

Definition of Project: A standardization activity formally approved by a standards developer and is directed towards the development, revision, reaffirmation or withdrawal of an American National Standard.

.....
Items on the PINS-1 form are listed below together with instructions and explanation.

Date: The date to be entered will reflect the date the form was completed for transmittal to ANSI. It will establish the timeliness of the data entered into the data bank.

Name of Accredited Standards Developer:

The full name and acronym of the standards developer having responsibility for the project should be entered here.

Date of Accreditation and Status of Operating Procedures: The Executive Standards Council (EASC) wishes to remind ANSI-accredited standards developers of their obligation, under the ANSI Procedures, to submit any revisions to their operating (standards development) procedures to ANSI for review and EASC approval, if appropriate. Please enter the submitting organization's date of accreditation and circle the appropriate entry concerning its procedures.

Designation of Project: This is the unique alphanumeric code used by the standards developer to refer to the project. It is the reference usually used when inquiries are received. The designation must be limited to 35 characters (including spaces).

Title of Project: This is the full title of the project or standard which is the subject of the form. The title must be limited to 300 characters (including spaces).

Scope Summary or Abstract of Project: For the purpose of coordination of standards activity, this section of the form is the most crucial. The information should clearly indicate what is covered by the project in order to differentiate it from similar projects on file at ANSI. There is a limit of 1200 characters (including spaces).

Additional Keywords: The data bank will be searched using selected words contained in the title or scope summary/abstract. Additional keywords not contained in the title and scope summary/abstract may be indicated by the standards developer to expand search capability.

Intent: Tick the appropriate line preceding whether the activity covers development of a new American National Standard or is dealing with the revision, reaffirmation, withdrawal of an existing American National Standard or the discontinuation of a project previously initiated. If an international Standard is to be adopted without any change as an American National Standard, please indicate on the appropriate line.

Expected Initiation and Completion of Project: Please enter the approximate dates of the initiation and completion of this project within your organization.

Contact Person: This is the person who will be contacted should there be a need for additional information or consideration with regard to the project. Only the staff person responsible for the technical area should be indicated. When inquiries are made of that person, he/she may direct the inquiry to the appropriate expert.

Annex C -- Meeting Notice & Agenda

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NOTICE OF MEETING



Organization: TIA TR-15
Ephemeral Communications
Systems and Equipment

Chair: Richard P. Branch
(410) 381-2760

Date: 14 June, 1991

Time: 9:00 am

Place: Tawdry Towers Hotel
Bemidji, MN
(900) 238-1056

- Agenda:
1. Call to Order
 2. Meeting Report (Meeting 53)
 3. Subcommittee Reports
 4. Consideration of PN-4035 (High-speed interface) for circulation as a standards proposal.
 5. Set future meeting schedule
 6. Other Business
 7. Adjournment



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Annex D - Meeting Report